

## **EDITED TASK LISTING**

### **CLASS: CORRECTIONAL CASE RECORDS SUPERVISOR**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Conduct in-service training in order to instruct Case Records staff on Department policy, rules and regulations, information disclosure statutes, Health and Safety issues, etc. as it applies to case records functions utilizing desk procedures, State and Federal laws, rules and regulations, etc. as needed and/or directed by the Case Records Administration and/or local Administration, etc.
<b>2.</b>	Train Case Records staff (e.g., Office Assistants, Office Technicians, Program Technicians, OSS I/II, Corr. Case Records Analyst, etc.) on inmate and parolee record related matters in order to process the case load, assist in interpreting and applying laws and policies to more complex case files, follow written policies and procedures, etc. utilizing effective communication skills, various resource materials (e.g., DOM, Title 15, Penal Code, Instructional and Informational Memos, etc.), etc. as needed and/or directed Correctional Case Records Manager, etc.
<b>3.</b>	Oversee the work of various Case Records staff (e.g., Office Assistants, Office Technicians, Program Technicians, Office Services Supervisor I/II, Corr. Case Records Analyst, etc.) by planning, organizing, and prioritizing daily tasks, etc. in order to maintain integrity of the information on the inmate and parolee records, to insure accurate work, all processes are complete and accurate, etc. utilizing personal knowledge, effective communication skills, basic supervision skills, etc. as directed by the Correctional Case Records Manager, etc.
<b>4.</b>	Oversee Case Records staff attendance (e.g., sick leave usage, vacation requests, etc.) by approving and monitoring, etc. in order to produce an effective workforce and maintain positive morale, etc. utilizing effective communication skills, basic supervision skills, State laws, rules and regulations, MOUs, Departmental policies and procedures, etc. on a daily basis.

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<b>Task #</b>	<b>Task</b>
5.	Research all necessary source documents, case laws, court decisions and administrative policies in completing audits of inmate/parolee case files in order to appropriately respond to inquiries, ensure compliance, etc. utilizing laws, rules and regulations, etc. as needed and/or directed by the Correctional Case Records Manager/Chief, Correctional Case Records Services, etc.
6.	Analyze, interpret and apply various written directives (e.g., all necessary source documents, case laws, court decisions and administrative policies in completing audits of inmate/parolee case files, new/revised/existing policies and procedures, resource material [e.g., Penal Code, DOM, Title 15, etc.], etc.) in order to appropriately respond to inquiries, ensure compliance, effectively train and direct staff in the performance of their duties, develop and write internal office procedures, etc. utilizing laws, rules and regulations, etc. as mandated and directed by the Correctional Case Records Manager/Chief, Correctional Case Records Services, etc.
7.	Identify the proper credit earning status pursuant to sentencing law in order to accurately determine release/discharge dates of inmates/parolees utilizing DOM, Penal Code, Case law, etc. as mandated by Departmental policies and procedures, laws, rules and regulations, etc.
8.	Compute the proper credit earning status pursuant to sentencing law in order to accurately determine release/discharge dates of inmates/parolees utilizing DOM, Penal Code, Case law, etc. as mandated by Departmental policies and procedures, laws, rules and regulations, etc.
9.	Review new/revised/existing policies and procedures, resource material (i.e., Penal Code, DOM, Title 15, etc.), etc. in order to effectively train and direct staff in the performance of their duties, develop and write internal office procedures, etc. as mandated and directed by the Correctional Case Records Manager, etc.

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<b>Task #</b>	<b>Task</b>
<b>10.</b>	Direct Case Records staff in the processes required for all hearings under the jurisdiction of the Narcotic Addict Evaluation Authority (NAEA) and Board of Parole Hearings (BPH) by reviewing necessary documents (e.g., revocation packets, revocation extension packets, lifer packets, etc.) for completeness and for compliance of time frames utilizing Revocation Scheduling Tracking Systems (RSTS), Offender Base Information System (OBIS), etc. as directed by the DOM, BPH, court orders, Title 15, etc.
<b>11.</b>	Monitor the Case Records staff in accordance with the processes required for all hearings under the Board of Parole Hearings (BPH) jurisdiction by reviewing revocation packets, revocation extension packets, lifer packets, etc. for completeness, and for compliance of time frames utilizing Revocation Scheduling Tracking Systems (RSTS), Offender Base Information System (OBIS), etc. as directed by the DOM, BPH, court orders, Title 15, etc.
<b>12.</b>	Direct work of various Case Records staff (e.g., Office Assistants, Office Technicians, Program Technicians, Office Services Supervisor I/II, Corr. Case Records Analyst, etc.) in order to maintain integrity of the information on the inmate and parolee records, to insure accurate work, all processes are complete and accurate, etc. utilizing personal knowledge, effective communication skills, basic supervision skills, etc. as directed by the Correctional Case Records Manager, etc.
<b>13.</b>	Conduct face-to face or telephone interviews with inmates relative to Case Records/release date issues in order to respond in writing on these issues raised in an effort to comply with the appeal process, laws, rules and regulations, etc. utilizing research techniques, automated systems, central files, effective written and verbal communication skills, etc. as mandated by laws, rules and regulations, etc.

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<b>14.</b>	Represent the Department, in formal or informal settings, regarding legal proceedings, act as a subject matter expert, State Personnel Board hearings, workers compensation hearings, meetings, conferences, etc. in order to obtain and report information and/or represent the interest of the Department, to comply with court orders as an expert witness, etc. utilizing personnel/investigative records, interpersonal communications skills, professionalism, personal expertise, case records knowledge, etc. as needed and/or upon request.
<b>15.</b>	Audit source documents/central files (e.g., CDCR 161, rap sheets, Probation Officer Reports, etc.) to identify and correct data entry discrepancies found in OBIS, etc. by utilizing the error listing reports supplied by Office of Information Services (OIS), etc. as mandated by the Departmental policies and procedures, etc.
<b>16.</b>	Evaluate the standard performance of Case Records staff (e.g., Office Assistants, Office Technicians, Program Technicians, Office Services Supervisor I/II, Corr. Case Records Analyst, etc.) by reviewing completion of assigned duties, recognizing special achievement/awards, Upward Mobility, Individual Development Plan, etc. in order to comply with standard employment policies, departmental policies and procedures, etc. utilizing effective communication skills, standard personnel practices, departmental forms, etc. as needed.
<b>17.</b>	Advise Case Records staff (e.g., Office Assistants, Office Technicians, Program Technicians, Office Services Supervisor I/II, Corr. Case Records Analyst, etc.) on departmental policies and procedures regarding SPB and DPA laws and rules, etc. utilizing guidelines mandated by SPB and DPA under the return to work, fitness for duty, Family Medical Leave Act, Family School Partnership Act, Fair Labor Standards Act, Sexual Harassment Prevention, Equal Employment Opportunity, Employee Assistance Program, etc.), etc. utilizing effective communication skills, knowledge of standard employment policies and procedures, SPB and DPA laws, rules, regulations, etc. as needed.

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<b>Task #</b>	<b>Task</b>
<b>18.</b>	Facilitate the hiring process by participating in interviews, conducting appropriate reference checks, evaluating and recommending candidates to fill identified vacant position(s) utilizing interpersonal communication skills, various departmental forms (e.g., Std. 647, etc.), etc. in accordance with the Departmental hiring policies and procedures, State Personnel Board laws, rules and regulations as needed.
<b>19.</b>	Participate in the employee corrective/discipline process (e.g., verbal counseling, Employee Counseling Records, Letter of Instructions, adverse action, etc.) in order to improve employee performance or address issues of substandard performance, etc. by utilizing various resources (e.g., MOU, SPB laws, rules and regulations, Departmental policies and procedures, etc.) as needed.
<b>20.</b>	Prepare written documents (e.g., appeal responses, correspondence, memorandums, grievances, etc.) in order to provide various data/information to staff/management, public, other legal agencies, inmate/parolee families, etc. utilizing effective written communication skills, staff expertise, research, written directives, DOM, Administrative Bulletins, etc. as required.
<b>21.</b>	Access automated systems (e.g., OBIS, etc.) in order to enter or change data, support case records functions, access, enter and retrieve inmate/parolee information, etc. utilizing RSTS, OBIS, intranet, Automated Release Date Tracking System (ARDTS), Automated Transfer Systems (ATS), Department Data Processing Systems (DDPS), Law Enforcement Agency Distribution Systems (LEADS), etc. on a daily basis.
<b>22.</b>	Oversee Case Records staff in accurately completing various audits and forms (e.g., notification/registration forms, high control releases, Holds Wants and Detainers [HWD], etc.) and process forms within legally mandated timeframes utilizing information retrieved from the legal documents in inmate/parolee central file, OBIS, ARDTS, CDCR 115, etc. as mandated by the Penal Code, etc.

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<b>Task #</b>	<b>Task</b>
23.	Assumes the responsibility of the overall operations of the Case Records Department in the absence of the Case Records Manager in order to accomplish the completion of daily Case Records functions, during urgent situations organize and direct a variety of staff in resolving the critical issues, etc. utilizing appropriate staff, effective communications skills, established policies and procedures, effective supervisory skills, etc. as needed.
24.	Participate in various meetings/committees/teams/task forces in order to plan, develop and implement projects, policies and procedures, provide two-way communication with various departments, recommendations, etc. utilizing effective communication skills, staff expertise, professional knowledge and experience, court mandates, DOM, etc. as directed by the Correctional Case Records Manager and/or Case Records Administration and/or local Administration, etc.
25.	Maintain accurate inmate/parolee records in order to comply with laws, rules, regulations, etc. utilizing automated systems, filing systems, laws, rules, regulations, etc. on a continuous basis.
26.	Act as a Liaison with Federal, State, County and outside agencies, as well as attorneys and the public regarding the confinement of inmates or parolees/other case records issues in order to provide two-way information, etc. utilizing effective communication skills, case records knowledge, etc. on a daily basis.
27.	Determine the need to fill vacancies and utilize Case Records staff for coverage including overtime until the hiring process is completed, etc. in order to create and balance an effective work force, process the time sensitive work, etc. utilizing staff coverage, etc. as needed.
28.	Enforce the integrity/security of the information and security codes of the automated systems used by the Case Records staff utilizing Departmental policies and procedures, Assistant Information Systems Analyst (AISA), on-going training, etc. on a daily basis.

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<b>29.</b>	Identify the indeterminate/determinate and parole laws in order to audit, calculate each case appropriately/accurately, apply proper credit earning status as it applies to the individual case utilizing laws, rules and regulations, etc. as mandated by Departmental policies and procedures, laws, rules and regulations, etc.
<b>30.</b>	Identify the classification information as it pertains to the calculation of each case in order to update and maintain accurate release date by utilizing the work credit groups, credit forfeitures/restorations, etc. as mandated by DOM, Title 15, Departmental policies and procedures, laws, rules and regulations, etc.